

**UIC**  
Junior Residential Courses  
**2008**

## **UIC YOUNG LEARNER COURSE**

*Welcome to UIC Junior Residential Courses where we believe learning should be an adventure. At UIC we have built a strong reputation for providing fun and well-organised language and activity courses for young learners. Our friendly, dedicated teams are committed to providing young learners with an experience they will never forget.*

## **MISSION STATEMENT**

*At UIC we are committed to:*

- Creating a world of opportunities for students from all around the globe irrespective of age, sex or race*
- Providing students with the best possible learning environment*
- Ensuring that all our students receive exemplary pastoral care*
- Helping students progress through numerous further-study pathways*
- Employing highly qualified, caring staff who have a genuine interest in people*
- Providing a multi-cultural, international environment which fosters lasting friendships around the world*
- Helping students achieve their goals*
- Providing students with safe, comfortable and varied accommodation options*
- Creating a friendly and welcoming atmosphere in all our schools*
- Providing students with a varied and interesting range of social activities*
- Understanding the needs of our students and adapting to accommodate their needs*
- Ensuring constant development and progression in all aspects within our schools*

## WHY CHOOSE A YOUNG LEARNER COURSE AT UIC

- *First class comprehensive language programme*
- *Small classes and individual attention*
- *Efficient, fast service reservation system*
- *Outstanding facilities at the location*
- *Royal Ascot is a prime and desirable location in Southern England*
- *St Mary's just 30 minutes from London Heathrow*
- *All teachers experienced and qualified to BC regulations*
- *Exciting afternoon and evening leisure programme*
- *Two full day excursions each week*
- *Varied age and nationality mix*
- *Excellent staff – student ratio, 24 hours.*
- *The majority of staff are first aid qualified*
- *Choice of bright spacious single and shared accommodation*
- *Finest choice of food and beverages*
- *Welfare and care services for each student from arrival to departure*
- *Meet and Greet service at the airport*
- *Free email, internet and IT facilities*
- *Management staff contactable 24 hours*
- *We plan things carefully with the different parts of the programme integrating*
- *We have facilities which enable us to deliver the program we want*
- *We have the staff to deliver the program*
- *We choose to work with agents who can send us students from different countries,*

**COURSE START DATES AND FEES**

<b>START DATES</b>	<b>COURSE LENGTH</b>
MONDAY JULY 7TH	2, 3 AND 4 WEEK COURSE
MONDAY JULY 21ST	3 WEEK COURSE ONLY
MONDAY JULY 28TH	2 WEEK COURSE ONLY
MONDAY AUGUST 4TH	1 WEEK ONLY
ARRIVAL TIME BETWEEN 13.00 AND 19.00	
A charge will be made for arrival outside these times. Please enquire	

<b>COURSE COSTS</b>	
PRICE PER WEEK	£530 GBP
PRICE TWO WEEKS	£1060 GBP
PRICE THREE WEEKS	£1590 GBP
PRICE FOUR WEEKS	£2120 GBP

<b>WHAT IS INCLUDED IN THE YOUNG LEARNER COURSE PRICE</b>
FULL BOARD AND ACCOMMODATION
15 HOURS OF ENGLISH LANGUAGE TUITION (minimum 15 x 60 minutes)
FULL AFTERNOON ACTIVITY AND LEISURE PROGRAMME
FULL EVENING ACITIVITY AND ENTERTAINMENT PROGRAMME
2 FULL DAY EXCURSIONS EACH WEEK
ALL COURSE BOOKS AND MATERIALS
RETURN AIRPORT TRANSFER FROM LONDON HEATHROW
<b>WHAT IS NOT INCLUDED IN THE YOUNG LEARNER COURSE PRICE</b>
STUDENT POCKET MONEY
TRAVEL AND MEDICAL INSURANCE
AIRPORT TRANSFERS OTHER THAN LONDON HEATHROW
ADDITIONAL EXCURSIONS AND ACTIVITES

## **INFORMATION ST MARY'S SCHOOL ASCOT**

### **ASCOT**

#### **UIC English School**

St Mary's School  
St Mary's Road  
ASCOT  
Berkshire  
SL5 9JF  
England

UIC ASCOT OFFICE TELEPHONE NUMBER (July 7<sup>th</sup> – August 11th)  
01344 623350

EMERGENCY MOBILE 07984 377930

FAX NUMBER 01344 623350 or 01344 873608

### **Location**

Ascot is set in the beautiful countryside in the Royal County of Berkshire. The town is well known for the famous racecourse. It is a short coach journey from the city of London and it is fifteen minutes from Windsor.

### **The School**

St Mary's school is very prestigious girls' boarding school and one of the best in the country. It is set in 44 acres of private, landscaped grounds in the beautiful rolling countryside of Berkshire. The small town of Ascot is within walking distance of the school with the larger shopping centres are 30 minutes by public transport

### **Accommodation**

St Mary's offers a wide range of different types of accommodation. There are single study rooms: All rooms have a sink and a safe deposit box. Showers and toilets are shared. Also available are bedrooms offering 2,3,4,5,6 and 8 beds. These are suitable for younger children or a group of friends. All bedrooms are beautifully designed and decorated with colour co-ordinated bed linen, curtains and carpets

There are two beautifully designed small dormitories containing 26 beds. Once again each area has its own sink and safe deposit. The dormitories are newly and tastefully decorated making them a popular choice with small groups and young children.

There are four student lounges and social meeting areas in the school building allocated to students. Personal cooking facilities are **NOT** available at Ascot. A laundry room is available in the accommodation area for students' personal use.

### **Meals**

The school has a very bright and attractive dining room. Meals are on a self-service basis in the dining room. There are three meals a day and a choice of hot and cold meals at lunch and dinner time. On excursion days a packet lunch is provided comprising of a sandwich, a drink, crisps, chocolate, a yoghurt and fresh fruit.

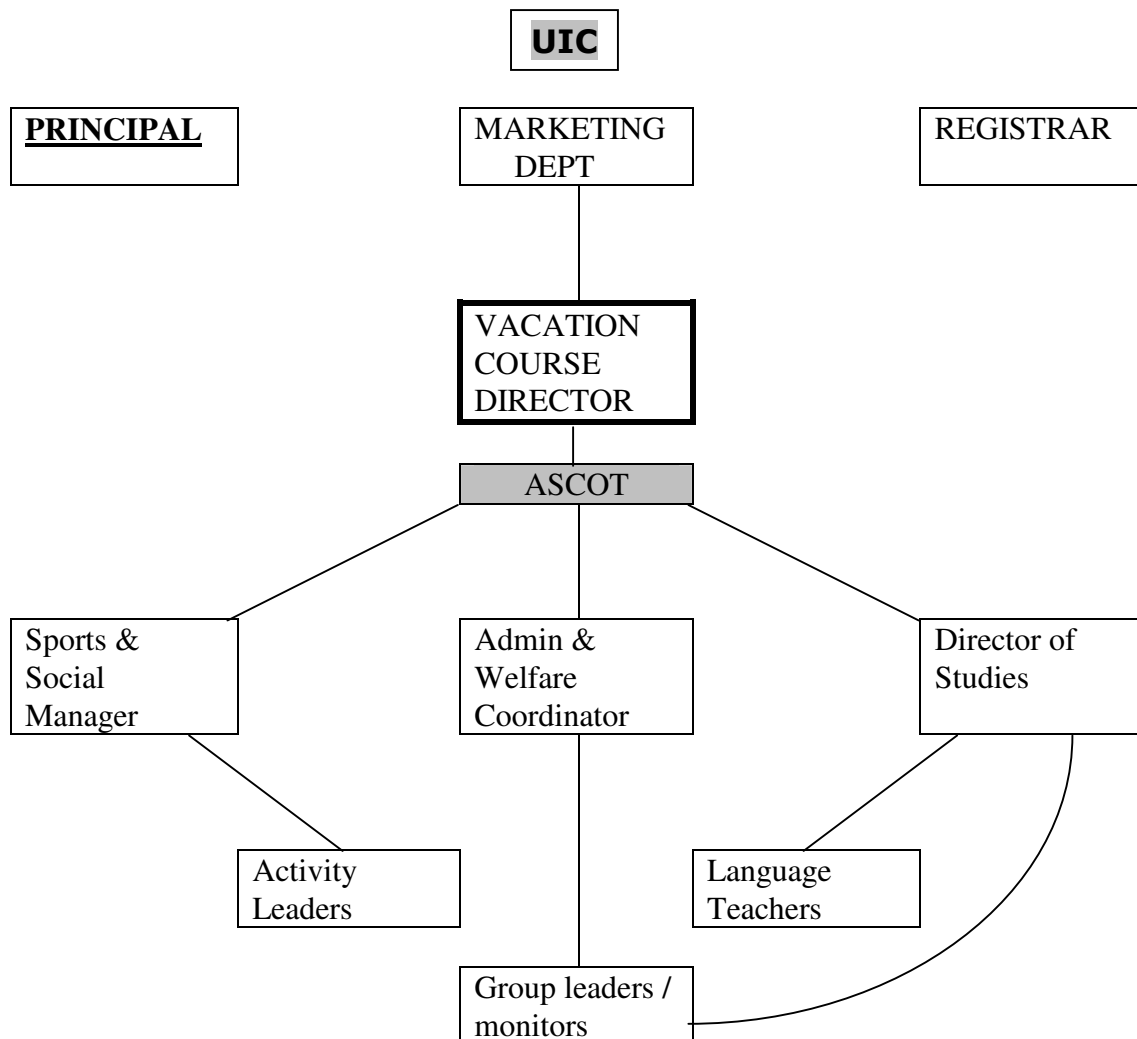
### **Facilities**

There is a 25 metre indoor heated swimming pool. Ascot boasts a state of the art sports hall with squash courts and a dance area. There are ample playing fields, an all weather playing surface, 16 tennis courts, a student room with a TV, DVD and video, a table tennis room, a drama theatre, purpose built classrooms and a computer centre.

### **Local attractions**

The school is a short country walk to the local town. The larger shopping cities of Guildford, Bracknell and Slough can be found just 15 minutes away by public transport. The race course is a half a mile away. There are several dates in July and admission is from £5.00.

## THE ORGANISATIONAL STRUCTURE



The Vacation Course Director, Gaynor Markham works throughout the year to ensure a successful summer. The two school directors David Wilkins and Neil Upton work together with Gaynor Markham to make sure a professional and quality course is provided. All three are available for any questions throughout the year.

## WHO WORKS FOR US?

We carefully chose the staff who come to work with us. Some of the teachers work for us all year round at our London adult school. The majority of our teachers and activity leaders return year after year and we also employ new members of staff. All teachers hold recognised teaching qualifications and the majority have experience of teaching children. For those who are newly qualified to teaching children training is given prior to the course.

A very important part of our arrangements involve the staff at St Mary's school. We work throughout the year preparing the programme with the staff at St Mary's and some of the staff work directly with us during the summer programme. Working so closely with them gives us a real advantage in making sure children are made to feel welcome and at home.

## THE PROGRAMME

### **Our programmes**

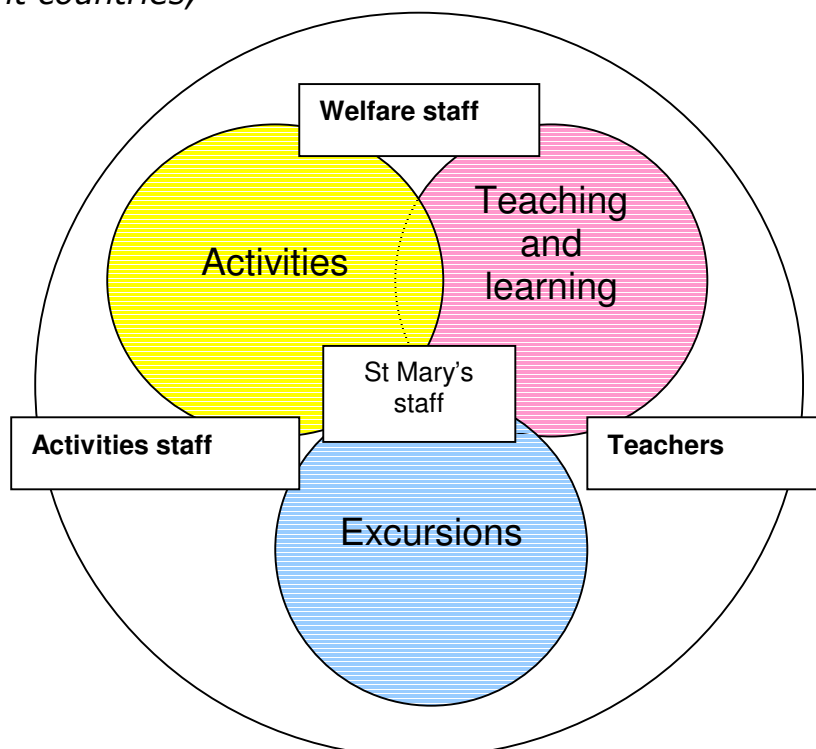
The programme is designed to help students make the most of their time with us. Our junior vacation courses at St Mary's is specially designed to give younger students the opportunity to meet students from all around the world, to improve their English and to provide a range of activities which provide opportunities for learning, mixing and also new skills.

To succeed in our aim we give very individual attention to students, encouraging natural use of English and constantly exposing students to English both inside and outside the classroom. We integrate the language content learnt in the classroom into the rest of the programme.

This needs careful planning and very dedicated teachers for this to happen. That is why we spend a whole year planning our programmes, carefully choosing our teachers, developing our materials and selecting our sites. We can say with great confidence and real assurance that students will get maximum benefit from their stay.

### **Our programmes are successful because:**

- *We plan things carefully with the different parts of the programme integrating*
- *We have facilities which enable us to deliver the program we want*
- *We have the staff to deliver the program*
- *We choose to work with agents who can send us students form different countries,*



***Our programmes are broken down into 3 areas:***

Teaching, Activities and Excursions. We have one manager in charge of each area; these 3 people work carefully together through the year to make sure that not only are the areas interesting in themselves, but that there are links between them – for example there is preparation in the English classes for the excursions, there are activities on the excursions, there is English practice in the activities and in all the areas students are mixed with those from other countries and have maximum opportunities to integrate with other international students.

## **THE TEACHING PROGRAMME**

### Teaching Methodology

Our overall aim is to help students improve their English. However, we also want to help students develop a love of learning languages. Specifically we will help students develop better learning strategies and encourage them to move towards becoming more independent learners with strategies for continuing to learn.

UIC students will be able to use English accurately and fluently. Our methodology combines traditional language teaching with the latest teaching techniques. Students learn relevant language which they can put into immediate use.

### The Placement Test

On the first day the students are assessed to determine their grammatical knowledge and fluency of spoken English. Students are tested and placed into an appropriate class. This is firstly within an age band (7-10 / 11-14 / 15-17) and within that in levels. We also make sure there is a good nationality mix in the class.

It is very important that students are placed in a class according to their ability, maturity level and age. We take a lot of time and effort in placing students carefully in their classes. The tests take the form of writing, reading, listening (with some age groups) an oral interview. We use tests from recognised EFL materials as well as ones designed by ourselves. In our experience these have always proved very effective. We offer a range of levels: beginner, elementary, lower intermediate, and intermediate, upper intermediate and advanced.

### The Classes

The language teaching is broken down into 3 areas: course book, projects and communication skills.

The course book class is to give the students some structure to the learning and to give them a book which they can use to check what

they have been learning. The course book is the 'syllabus' and thus forms the framework around which lessons are planned. The communication skills are taught as a separate class at the beginning of the first week: this is important to give the students some language, and enough confidence, to actually use English around the school and with each other. The projects are taught by a different teacher – this gives students at all ages and levels the chance to hear different English. The projects are topic based and the topic is chosen by the teacher in collaboration with the Director of Studies. Topics for the projects are chosen to be appropriate to the ages of the student as well as their interests. At the end of each week the classes make a presentation of their projects at assembly – each student's given an opportunity to contribute.

We place great importance on the students learning environment and therefore keep our class size small and have an appropriate balance of nationalities.

There are 15 lessons (18.5 hours) of English teaching per week. These lessons are broken down into morning and afternoon lessons (see below timetable). The content of the course is challenging and fun.

### The Teachers

UIC only employ teachers with recognised teaching qualifications and aims to have all teachers with young learner teaching experience. Where teachers do not have the teaching experience we run special training courses before the start of the course. We also run regular training sessions during the course for the teachers. Many of our teachers return year after year.

Times	Monday	Tuesday	Wednesday	Friday	Saturday
9.15 10.15	Communication Skills	Course book lesson	Course book lesson	Course book lesson	Course book lesson
10.30 11.30	Course book lesson		Course book lesson	Course book lesson	Course book lesson
11.45 13.00	Project lesson	Project lesson	Project lesson	Project lesson Excursion preparation	Project Presentation
<b>LUNCH</b>					
2.00 5.30		Excursion preparation English Culture			

## EXCURSIONS

The second part of the programme is the Excursion Programme. Excursions are carefully planned (with a dedicated member of staff) and serve an educational role (showing students' parts of the UK they might not have seen before) and a social role (mixing with other students and enjoying a little shopping). However, we do prepare students properly for the excursion, they know where they are going and why and teachers are fully involved in the preparation of the day. The day visits take into account the historical and cultural aspects of the city and the educational value and the use of the English language. For each visit there is a preparation period to ensure the students have an understanding of the area and the background before the visit.

All students are issued with a substantial packed lunch. Also they have an identity card with the mobile telephone number of the teacher in charge of the excursion as well as all the school contact details. We know how important safety and comfort are to students and we have supervision ratios at least equal to the legal maximums (and usually exceeding them). Group leaders are expected to supervise their own group and follow the itinerary.

### Sample Excursion from ASCOT

#### ASCOT

WINDSOR AND ETON	A walking tour of Royal Windsor and Eton and a visit to Windsor Castle.
OXFORD	A guided walking tour of the most famous medieval and historic university city. Also free time for shopping.
LONDON	A guided walking tour of some of the most famous and historical places in this great city.
SALISBURY AND STONEHENGE	A visit to the great pre-historic stone circle standing on Salisbury Plain. In the afternoon a trip to the beautiful town of Salisbury for sightseeing and shopping.
BATH	During the day excursion to Bath you will visit the famous Roman Baths and the Abbey and see some wonderful 18 <sup>th</sup> century architecture.
BRIGHTON	The 'pleasure dome' of England with an abundance of culture and atmosphere. If the weather is kind a walk on the beach and the famous pier may be possible.

## THE ACTIVITY PROGRAMME

### Activities:

Afternoon and evening activities are the third significant part of our programme. Our activity programme is organised to fit in with the overall ethos of the school and to do this through encouraging students to mix as well as to learn new skills and practise their English. Our afternoon activities take place after lunch on the days when there is not an excursion. As in the morning the afternoon activity timetable begins with an assembly. We operate on a three tier system with regard to age: (7-10/11-14/15-17) within this age range students are placed in 'teams' to ensure a good nationality mix and encourage bonding. There is a certain amount of choice but we do organise things, and encourage student to try out different activities. In order to be included each activity has to meet the following criteria:

- a) do students mix with those from other countries
- b) can everyone take part in some way
- c) can we ensure the safety of all students

The afternoon activities take place from 1400 to 1700 with a break in the middle. This gives students a chance to try out some activities as well as to enjoy things they already know. We also include the opportunity for a shopping afternoon for all students once a week. We will structure student timetables so that there is a mix of sports and other creative activities.

A typical timetable for the afternoon activities might be (see below for a range of activities offered over the period)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1400 - 1410	Assembly	Assembly	Assembly	Full day excursion	Assembly	Assembly	Full day excursion
1410 - 1520	Sports - football  Optional Extra activities		Drama and making a short film		Computers - designing a simple web site Optional Extra activities	Creative writing - making a school newspaper	
1520 - 1540	Juice break	shopping	Juice break		Juice break	Juice break	
1540 - 1700	Sports - in the gym,	Sports in the gym  Optional Extra activities	Drama and making a short film		Dance - learning some traditional English dances!	Sports - swimming Optional Extra activities	

We are lucky to have some fantastic sports facilities at St Mary's and use these wherever possible. We have

- 44 acres of playing fields (110 hectares or something like 76 football pitches)
- Astroturf playing field (for wet weather)
- A 25m indoor swimming pool
- 16 tennis courts
- A full size sports hall with 4 badminton courts / basketball / volleyball / 5 a side football)
- A gymnasium and dance studio
- Squash courts

We also have excellent classrooms, common rooms, computer rooms, art rooms and food technology rooms to use for the other activities.

In the evening, after dinner, we have a different programme of activities and at this time concentrating more on the social aspects.

Evening activities are sometimes designed for the whole school and sometimes for smaller more age specific groups. The whole school activities are a chance for students to meet each other in a more social setting and to have some fun – as well as to learn about the other cultures. These include: international evening, bonfire songs and BBQ, Ho-down and the school disco. Sometimes groups are split into their nationalities and sometimes in their school teams – and then we might have talent shows, fashion shows or different kinds of dancing. It is also possible to use the grounds of the school in the evenings for some activities – it is light in July until 9.30!

Examples of the afternoon and evening activities offered at St Mary's

<b>AFTERNOON ACTIVITIES</b>		<b>EVENING CHOICE</b>
Football	Aerobics and circuits	Casino Night
Face Painting	Table Tennis	Disco
Dance	Making music plus singing	Karaoke
Tennis	Shakespeare Studies	International Evening
Drama and Role Play	Baseball and softball	Beach and Cocktail Party
Swimming	Jewellery making	Ho Down!
Cookery and food tasting	Volleyball	Talent Show
Capture the flag	Natural Creation	Film evenings
Uni – hoc	Quiz Night	Pool Party
Yoga	Badminton	Fashion Show
Ascot Walk	T. shirt dying	Sports Medley

Dodge-ball	Origami and Paper Mache	Ascot Walk
Arts and Crafts	Theatre Studies and Poetry	Bonfire and Barbecue
Parachute games	Squash	Pyjama Party
Basketball	Ultimate Frisbee	X Factor
Nature Walk and Quest	Clay making	Chicago
Creative Writing	Mini Olympics	Murder Mystery
Media and ICT	Shopping	Musical Extravaganza
Volleyball	Kite making and racing	Pizza and Pasta Party

We also try to give every student the opportunity to visit London and see a musical once during their stay. We have been able to get reduced rate tickets and travel to central London on the train from Ascot.

### **Extra Optional Activities**

As well as the on-site activities we can arrange a number of activities outside the school – for an additional fee. These are offered two afternoons and two evenings each week. Some of the activities that have been successful and popular in the past include:

<b>OPTIONAL 'OFF SITE' ACTIVITIES</b>	<b>COST</b>
Horse- riding	£25
River boat trip	£15
Ten pin bowling	£8
Ice skating	£8
Climbing Wall	£10
Dry Ski Slope	£20
Golf	£25
Shopping trip to Reading or Guildford	£5
Cinema	£6
London Theatre	£30

## **PROCEDURE**

### **First Day Arrival Monday**

If your group are travelling on an early morning flight and arrive at Ascot before 13.00 they may have to wait for the accommodation to become available ( or at the airport) Recommended arrival time is between 13.00 and 19.00 hours

Depending on the actual time of arrival the format may change, but the following is arranged within the first 24 hours.

- Telephone call home
- Welcome Meeting
- Accommodation
- Safe Deposit and banking
- Orientation of the Campus
- Drink & Snack
- Placement test

On Tuesday students will begin their Language lessons. Lessons take place each morning. The activity programme takes place every afternoon and evening. Activity leaders are responsible for the teaching of the activities. Students are supervised throughout the afternoon and evening and the student – staff ratio is 8 to 1

### **Welfare**

Welfare is part of everyone's job. But we do appoint specialised welfare staff and in our office there is always someone to assist with whatever the question. On arrival students are introduced to a UIC member of staff who will act as their welfare teacher throughout their stay. The welfare teacher makes sure he/she has daily contact with the student and is there to befriend the student and in case of any problems.

### **Money / Passport/ Airline ticket**

For safety purposes we like to take students' money, passport and travel ticket and put them into the safe deposit box in the college. The passport and ticket are returned to the student or the monitor on the day of departure. We open a bank daily during break time so there is plenty of opportunity for students to access their money. We recommend sterling cash. Please suggest students bring money in denominations of £5, £10 and £20 notes. This is safer and easier for young people. If they arrive with other currencies it may be some days before we can organise a currency exchange. Please calculate

how much children will need to spend, as we do not give students advances.

## **Laundry**

A free laundry service is available for students use at St Mary's Monitors will be provided with powder and they may use machines to do their students' laundry. There will be allocated time for this and supervision and assistance for the younger students. We take great care when doing laundry but please note UIC English School or St Mary's will not accept any responsibility or liability for any loss or damage to clothing items sent to the laundry.

## **Telephone**

Our residential centres have a 24-hour emergency mobile and also an email, telephone and fax service. There is a telephone in the UIC School office, which is available for use from 8.00am until 10.00pm daily. The Director will have a mobile phone (for emergency use only). There is a telephone near every student dormitory. Students can inform their parents of these numbers on arrival at the college. Phone cards will be on sale in denominations of £5, £10.00 and £20.00. If parents can organise a collect call arrangement to the dormitory this is a much more economical and efficient method. UIC do not permit students' to use their personal mobile phone during the class and activity timetable.

## **First Aid and Medical Care**

At all of our residential centres there are medically trained staff present during the day and evening. There is a sick room, and the Doctor is available at the local surgery morning and evening. Any other time he can be called to the college and is only 10 minutes away. The hospital is 5 minutes away. Many of our staff have first aid training. There is a first aid room next to the staff room equipped with the regulation first aid equipment.

## **PLEASE NOTE**

**Parents and Guardians must fill in the medical section of the application form accurately and sign it giving all details of any medical problems no matter how slight. If parents send medication with their children it should be clearly labelled and instructions sent to the Director of the camp regarding type of medication and how and when it should be taken. If we do not have parents or guardian's signatures we cannot take responsibility for children's medical treatment.**

## **Teacher/Student Ratios**

Our teacher – student ratio is excellent and better than those recommended by English UK and the BC. The safety and well being of each student is of paramount importance.

The recommended number of teachers to supervise students varies according to the situation:

- Classroom -12 students per teacher. (Class maximum=15 students)
- Outside visits- students **age 7- 12** ratio 1-8 **age 13- 17** ratio 1-12
- Afternoon and evening activities - 10 to 15 students per teacher.
- Bedtimes-1 teacher per corridor on overnight duty
- Break times and mealtimes are always very well staffed.

## **Identity Cards**

All students are issued with identity cards which have the name and address of the school and all emergency numbers. Students must keep these with them at all times.

## **Departure**

Rooms must be vacated by 10.00am on the day of departure. A breakfast will be provided on the day of departure but lunch is not provided. There is a secure room where suitcases can be stored if groups have some time before the airport departure. On day of departure UIC staff will arrange airport departure and travel to the airport. UIC staff is very happy to arrange an excursion for a group leader and students at their cost.

## **Accommodation Check/damage**

**On departure the group leader will be asked to check with a UIC member for damage, missing and broken items in the accommodation they are allocated. If there is any damage this must be paid for before departure or the damage cost agreed and an invoice will be sent to the agent or parent.**

## **AIRPORT INFORMATION**

The travelling time from Ascot to:

Eurostar and London Central	(1 hour and 30 minutes)
Heathrow	(30 minutes)
Gatwick	(40 minutes)
Luton	(2 hours)
Stansted	(2 hour and 30 minutes)

Flight details must be confirmed **two weeks** before arrival. If these are not received by this date we will be unable to guarantee a transfer. There will be an administrative charge of **£50.00** if details are not received 7 days prior to arrival or departure.

A UIC representative will meet all groups and individuals.

Occasionally groups **may** have to wait for other groups and individuals arriving at the airport but the waiting time will be within the hour. If this should happen a snack and a beverage will be provided.

### **Airport Procedure**

Groups are met at the airport from their flight. A member of UIC staff will be waiting at the exit as the group comes out. The staff member will be holding a white and black sign reading:

**UIC SCHOOL  
GROUP NAME**

The group and the staff member will transfer by coach or mini bus to the school. The coach company we use are a well-established and reputable firm. They are constantly in touch with the airport and are immediately aware of flight delays and any early arrivals. Please reassure the group leader and the parents that we will always be at the airport and there is no need to worry. The coach company driver (not a UIC teacher) may meet large groups travelling with their teacher. In this case a UIC member may not be present. If this is the case the agent/teacher will be sent details of the coach firm in advance.

However, it is the responsibility of the agent to give the name of the school and the address and the contact number to the group leader and to make sure they know the name of the teacher who is meeting them and transfer details. UIC can not be responsible for any misadventure or costs incurred if this information is not given to the monitor or student.

## **Departing for the Airport**

The group leader will reconfirm the flight. UIC will make transport arrangements but the monitor/teacher accompanying a group is responsible for the group at the airport, however the UIC staff will assist where possible.

## **Airport Costs**

Free return airport transfers for groups of 10 or more persons are arriving at the same time from London Heathrow. All groups of less than 10 students and individual students arriving at LHR or other airports will pay transfer fees; See table below for charges.

Accommodation is only available from Monday to Monday.

<b>Return Airport Charges</b>		
<b>Airport</b>	<b>Group size</b>	<b>Charge</b>
<b>London Heathrow</b>	10 or more students	Free of charge
	Less than 10 students	Charge to be advised depending on the numbers
	Individual	£120
<b>London Gatwick</b>	10 or more students	£50 per person
	Less than 10 students	Charge to be advised depending on the numbers
	Individual	£160
<b>Stansted and Luton</b>	10 or more students	£85 per person
	Less than 10 students	Charge to be advised depending on the numbers
	Individual	£200
Eurostar (St Pancras)	10 or more students	£50 per student
	Less than 10 students	Charge to be advised depending on the numbers
	Individual	£120

**\*A charge will be made for wrong day arrival and depart. Please enquire.**

## **GENERAL RULES**

UIC School operates a zero tolerance policy in respect of drugs, weapons and alcohol. Students must conform to English Law and UIC school regulations. Any student breaking any of the rules will be asked to leave the programme immediately.

Safety is a very important factor on a UIC vacation course. We exceed the recommended teacher-student ratio, recommended by the British Council, both inside and outside of the campus to benefit from maximum supervision and security.

The following rules are made for the benefit and enjoyment and safety of all students and staff. **Agents should make sure that monitors, parents and students are fully aware of these rules as failure to follow them may result in students been asked to leave the programme immediately.**

- **NO SMOKING**
- **NO ALCOHOL**
- **NO DRUGS**
- **NO WEAPONS**
- **STUDENTS MUST NEVER LEAVE THE COLLEGE GROUNDS WITHOUT A MEMBER OF STAFF**
- **NO BOYS IN GIRLS DORMITORIES**
- **NO GIRLS IN BOYS ACCOMMODATION**
- **ATTENDANCE AT ALL LESSONS AND ACTIVITIES IS COMPULSORY**
- **NO STEALING**

### **Accidental damage;**

Monitors must pay a **damage deposit** or sign an agreement that they will be responsible for any accidental or intentional damage to premises or property at the school.

A full survey is carried out with the monitors on the last day and any damage is noted and agreed on. Invoices for any costs will be sent to the agent or students as soon as possible after, usually within a week.

## **BOOKING PROCEDURE**

- Refer to the Date and Fee sheet in the Course Dates and Fees Section in the agent manual. Also airport fee sheet.
- Return the Agent Agreement by December 30<sup>th</sup> 2007
- On receipt of a completed Booking form (all student names) UIC will forward an invoice showing details of the course & accommodation

## **PAYMENT TERMS**

- Fees are due 4 weeks before the course start date

### How to Pay

- Sterling Cheque: payable to Languages in London/UIC
- Credit Card: Visa, MasterCard and Debit Cards add 3% to the total you are paying.
- Travellers Cheque or Eurocheque; Sterling only and bank charges may apply.
- Bank Transfer: send to  
20-71-64  
40585815  
Barclays  
27 Regent Street  
SW1Y 4UBSWIFT CODE - BARCGB22  
IBAN GB70 BARC 2071 6440 5858 15

## **TERMS AND CONDITIONS AND CANCELLATION**

1. A deposit of 20% is necessary when confirming the allocation on December 30<sup>th</sup>.
2. All course fees must be received at least **4 weeks** before the course starts. Sometimes it can take several days for the money to arrive if you send it through the bank. It is your responsibility to make sure that it arrives in time. The student or agent must pay all bank charges.
3. The school reserves the right to refuse admission to any student or to dismiss any student in the event of improper behaviour, misconduct or unsatisfactory attendance or work, without refund of fees. Attendance at all lessons and activities is compulsory.
4. No liability is accepted by the school for:
  - loss or damage to personal property/money
  - damage or loss of laundry items

- loss of passports/tickets not handed over to UIC for safe keeping.

5. We strongly recommend students to take out insurance to cover their possessions, as well as medical insurance for themselves for the time they are in Ascot. UIC or St Mary's will not be liable for any of those misfortunes. Please arrange cover **BEFORE** you depart your home country.

### **Cancellation Charges**

- More than 8 weeks a full refund will be made less an administrative charge of £100.00
- 4 to 8 weeks loss of deposits plus an administrative charge of £100.00
- Less than 4 weeks after the balance has been made no refunds apply

**Cancellations by us:** If fees are not received as outlined above the course will be cancelled by UIC and the deposit will be non-refundable.

If for any reason out of the control of UIC it is necessary for UIC to make a cancellation any fees or deposits paid will be refunded in full.

## ***INSURANCE***

We recommend all students take out personal insurance to cover loss of personal effects and personal accident. The UIC School or any of the centres will not accept any liability for any loss or damage to property however caused, (including without limitation loss or damage caused by negligence)

Students from the E.U. are covered under the National Health Service in England. There is a reciprocal health agreement between the UK and European countries. It is recommended the student obtain an E111 form and bring it with them, although treatment will be given without.

For all other students outside Europe the National Health Service will treat patients without any charge only for accident and emergencies. However, documentation will be required. It is essential students obtain insurance cover before they leave their own countries.

## ***SUMMARY***

As the Director of the UIC UK holiday language courses my main aim is to establish the highest standards and to make sure those high standards are maintained.

Our policy is to employ dedicated professionals and provide a top quality course in which the care and welfare of your children are our foremost concerns.

The benefits to be gained from a UIC course are many; from the quality of teaching to the care we give each student, these benefits will not only be immediate, but will be with the students for many years in the future.

Yours most sincerely,

**Gaynor Markham**  
**Vacations Course Director**

**24 September 2007**